



Policy: 2012
Procedure: 2012.01

Chapter: Human Resources
Rule: Sexual Harassment

Effective: 03/29/07
Replaces: Rules of
2012
Dated: 04/03/02

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) has a policy and a procedure against sexual harassment that covers all ADJC employees, interns, and volunteers.

Rules:

1. **STAFF DEVELOPMENT** shall develop a curriculum for and make mandatory a course on "Recognizing Sexual Harassment."
2. Additionally, **SUPERVISORS** shall attend specialized training to learn proper response methods.
3. The **EMPLOYEE WHO BELIEVES THAT S/HE HAS BEEN THE VICTIM OF SEXUAL HARASSMENT** shall report any incident to his/her supervisor or the ADJC Equal Employment Opportunity (EEO)/Americans with Disabilities (ADA)/Affirmative Action (AA) Representative. The **EMPLOYEE** may report the incident to another supervisor or any other person if s/he is uncomfortable with reporting to his/her own supervisor.
4. **ANY PERSON RECEIVING A COMPLAINT OF ALLEGED SEXUAL HARASSMENT** shall notify his/her supervisor, an appropriate Leadership Team member, Superintendent, or the ADJC EEO/ADA/AA Representative.
5. The **INVESTIGATIONS AND INSPECTIONS DIVISION (IID)** shall investigate the allegations in accordance with Procedure 1160.01 Administrative Investigations.
6. With the Director's approval, the **SUPERVISOR** may place the alleged harasser on administrative leave with pay pending the completion of an investigation.
7. The **DIRECTOR OR DESIGNEE** shall take appropriate disciplinary action against any employee found to have engaged in, or retaliated against another for reporting sexual harassment, up to and including dismissal from employment.
8. **EMPLOYEES** shall hold all information received regarding complaints of sexual harassment in the strictest confidence.

Employees have legal rights and remedies available under state, federal, and common law regarding sexual harassment. Employees covered by the State Merit System have rights and remedies set forth in state statutes and rules. Employees who believe they have been victims of sexual harassment are responsible for protecting their rights and time deadlines under those federal or state laws, rules, or common law.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
03/29/2007	Michael D. Branham		